

## **GUIDELINES FOR SECONDARY PLACEMENT (5S1) FOLLOW UP AND DATA REPORTING**

Secondary Placement (5S1) is one of the performance measures required as part of the *Carl D. Perkins IV Career and Technical Act of 2006*. The data reporting for this measure is conducted after concentrators have graduated from high school.

Originally this performance measure required reporting of both placement and retention. The requirement for reporting retention of secondary students has been suspended by the U.S. Department of Education. For the 2011-12 school year, Tennessee will be reporting placement of students in:

- postsecondary education or advanced training
- military
- employment

There are two steps to completing data reporting for Secondary Placement:

- 1) Conducting the Follow Up Survey**
- 2) Reporting the Survey Results**

The following table outlines the Time Frame for Reporting:

<b>Time Frame</b>	<b>Action</b>
<b>1) Conducting the Follow-up Survey</b>  March 1-31, 2013	A. Prepare Concentrator List for Follow-Up B. Download the Follow-Up Survey Form C. Conduct the Survey
<b>2) Reporting the Survey Results</b>  March - April 30, 2013  May 15, 2013  May 15, 2013	A. Entering The Survey Data  B. Approving System Follow-Up Data  C. Generating the Follow-up Report

### **1) Conducting the Follow Up Survey**

The Division of Career and Technical Education (CTE) has developed a sample survey instrument for completing a follow-up process for CTE concentrators to be implemented and reported to the state by local education agencies (LEAs). The placement surveys are designed to determine if a student was placed into:

- postsecondary education or advanced training
- military
- employment

The following are the steps for conducting the Secondary Placement Follow-Up Survey:

### A) Prepare Concentrator List for Follow-Up

On *eTIGER*, the follow-up data entry list for the 2011-12 school year concentrators is generated automatically based on the grade and concentrator status of the students.

This final follow-up data entry list may need adjustments due to some CTE concentrators:

- delaying their graduation;
- graduating early;
- becoming a concentrator in more than one program area; or
- being indicated in the same program for more than one time.

Currently, the follow-up list on *eTIGER* is based on the Perkins IV definition of concentrators, three or more earned credits in a program area. Assure the list includes only Perkins IV concentrators.

To obtain the follow-up concentrators list from *eTIGER*:

- Log on to *eTIGER*.
- Click on "Follow-up Entry" under "School/Course Rosters".
- Select school year of "**2012-13**".
- Check column of "Perkins Version" listed all "4".
- Remove the **non-cohort concentrators** from the list.

To remove the non-cohort concentrators from the list:

- Check on the follow-up data entry screen of the students, if the column "Grad Type Incl Cohort" does not display as "2008" this student is not a 2008 cohort concentrator to be follow-up in 2012-13 and need to place in the correct "report year" according to the cohort year. For example:
    - If the cohort year displays as "2009", this student graduated early, change the "report year" to 2013-14.
    - If the cohort year displays as "2007", this student graduate late, change the "report year" to 2011-12.
  - Click "Save Follow-up Data" at the bottom of the screen.
  - This student will be removed from 2012-2013 follow-up entry screen and added into the report year of 2013-14 or 2011-12 just selected.
  - It may take an extra day for extract process (if the data source of changed record is EIS).
  - Change 2011-2012 or 2013-14 for the "Report Year" on the top of the follow-up data entry screen to make sure that this newly placed student is listed in the correct report year.
- ☐ **Note:** Be aware that you may have 2008 cohort concentrators with graduation type 5 or blank (no document), 3 (special ed.), 4(high school certificate), or 6 (GED) other than 1 for Regular Diploma.

- Exclude the **duplicate concentrators** from the list.

To Exclude the duplicate concentrators from the list:

- Check "Exclude" on the follow-up data entry screen of the student.
- Put "duplicate" in "comments" to indicate this student is a duplicate concentrator to be excluded.
- Click "Save Follow-up Data" to save the excluding checkmark and comment.
- Records with "Exclude" checked will be able to be excluded from the follow-up report. (Select "No" for "Report Excluded" at Follow-up Report screen.)
  - **Note:** Be aware that you may have duplicate concentrators in the same program area (need to be corrected) or in different program areas (exclude from the report for those concentration areas are not related to postsecondary education, advanced training, or employment).

To correct the duplicate concentrator in the same program area (change concentrator status:)

- Though a CTE student may possibly become a concentrator in different program areas if he or she meets the Perkins IV concentrator definition of "earned three credits in a program area", the same student can only become a concentrator in the same program area **ONE** time.
- If the duplicate concentrators listed on "follow-up entry" screen are in the same program area, follow the steps below to correct data:
- Collect the following information on a duplicate concentrator from "Follow-up Entry" screen – school, student's name, State ID, course number, and year the course was taken.
- Go back to the course listed to change the concentrator's status of this student. You may need to un-attest the class (to allow the update) and re-attest the class (to assure the accuracy of the data). Also refer to "Teacher Tutorial" page 28-31 for the details of changing concentrator's status.
- The changes of concentrator's status may take an extra day for extract process (if the data source is EIS). Click on "Follow-up Entry" and select school year "2012-13" again. The duplicate concentrators in the same program area should have been removed from the list.

- Replace cohort concentrators who have an **early graduation**.

To place a CTE cohort concentrator who graduated earlier than scheduled to the correct follow-up school year:

- Any graduated concentrator will be reported at the following year after their cohort graduated year (2008 cohort graduated in 2011-12, were reported in 2012-13 ). Therefore there is a need to adjust the follow-up report year for any early graduation student.
- Click on "Follow-up Entry" and select the "report year" as 2011-12 (if graduated a year early). Click "Generate List".
- Check the column "Grad Type Incl Cohort" to find out the cohort year of 2008 which will be the 2008 cohort concentrator who graduated early.

- Change the “report year” to “2012-13”, then click “Save Follow-up Data” at the bottom of the screen.
  - This student will be removed from 2011-12 follow-up entry screen and added into this report year.
  - It may take an extra day for extract process (if the data source of changed record is EIS).
  - Change 2012-13 for the “Report Year” on the top of the follow-up data entry screen to make sure that this newly placed student is listed.
- Replace cohort concentrators who have a **delayed graduation**.

To place a CTE cohort concentrator who will graduate later than scheduled to the correct follow-up school year:

- Any cohort concentrator will be reported at the following year after their cohort graduated year (2008 cohort graduated in 2011-12, were reported in 2012-13 ). Therefore there is a need to adjust the follow-up report year for any late graduation student.
  - Click on “Follow-up Entry” and select the “report year” as 2013-14 (if expect to graduate a year late). Click “Generate List”.
  - Check the column “Grad Type Incl Cohort” to find out the cohort year of 2008 which will be the 2008 cohort concentrator who will graduate later.
  - Change the “report year” to “2012-13”, then click “Save Follow-up Data” at the bottom of the screen.
  - This student will be removed from 2013-14 follow-up entry screen and added into this report year.
  - It may take an extra day for extract process (if the data source of changed record is EIS).
  - Change 2012-13 for the “Report Year” on the top of the follow-up data entry screen to make sure that this newly placed student is listed.
- Click on “Follow-up Entry” and select school year “2012-13” to make sure the new 2012-13 follow-up entry list includes **only the Perkins IV concentrators who are expected to be followed-up**, that is, 2008 cohort concentrator. Also review the duplicate concentrators (in a different program area) for a check in the “Exclude” column.

### **B) Download Follow-Up Survey Form**

- Download the follow-up survey template from:  
<http://www.state.tn.us/education/cte/ad/tiger/tigersec1213.shtml>
- LEAs may modify the survey template provided by the State if they desire to collect additional information. However, information in the template is required.

### **C) Conduct the Follow Up Survey**

#### **2) Reporting the Survey Results (Secondary Placement Data Reporting)**

On the eTIGER home page there are three links related to Secondary Placement Data Reporting:

- **Follow-up Entry** - under “Class/Course Rosters”, to enter survey results
- **District Approval** - under “Utilities”, to approve system follow-up data
- **Follow-up Report** - under “Reports”, to generate the Follow-up Report

There are three steps in the process to report the Follow-Up Survey Results

- A) Entering The Survey Data**
- B) Approving System Follow-up Data**
- C) Follow-up Report**

#### **A) Entering Follow-up Survey Data**

- Click “Follow-up Entry” under “Class/Course Rosters” to enter your survey results. Be sure to verify the concentrator’s name and State ID before entering any survey results. (Email Tina at [Tina.McNeal@tn.gov](mailto:Tina.McNeal@tn.gov) if a student’s name or State ID is incorrect.)
- Select current “Report Year”, 2012-13. At your convenience, you may generate the concentrator list not only for the whole system, but also for the selected “School” or “Program Area” or “School” and “Program Area”. The more you can narrow it down, the sooner you can pull out the list. (If time out, click “generate list” again. When there is internet traffic, the second trial sometimes will speed up the pulling process. Otherwise try at the off-pick hours later on.)
- Then click “Generate List” to retrieve the list of concentrators. You can change the number of “Records per Page” from “15” (default) to any number in order to list a different amount of concentrators at one time.
- Report “non-excluded” student records ONLY.
- “Grad Type Incl/Cohort” is a reference column which displays the information of the graduation diploma type and the cohort year of a student. For CAR follow-up, only the graduated cohort concentrators will be included in the final report. Click the following columns to enter the data:
  - Graduated (Only graduated concentrators will be included in Perkins CAR Report, reference to column “Grad Type Incl/Cohort” with 1 - Regular diploma, 3 - special ed., 4 - high school certificate, 5 or blank - no document, or 6 - GED)
  - Postsecondary or Advanced Training (AT)
  - Postsecondary Institution/Advanced Training Enrolled, click to select the Postsecondary or Advanced Training institution from the dropdown list. (Email Tina to add a new institution if it is not included.)
    - **Note:** A Postsecondary Institution or Advanced Training Institution is a community college, Tennessee Technology Center, four year college/university, apprenticeship, private cosmetology school, or private technical school.
    - A link “Higher Education Institutions” was added at eTIGER under “Utilities” to list out the postsecondary and advanced training institutions in Tennessee for your reference. Email Tina to add a new institution if it is not listed.
  - Took Remedial Courses
  - Used Dual Credits
  - Tech Prep (articulated course credits/dual credits awarded)
  - Licenses or Certificates (postsecondary licenses or certificates awarded)
  - Military

- Employed
- Not\_Placed (not in postsecondary, military, or employed)
- Not\_Located (can't be reached for the survey)
- Other
- Related to High School CTE area of concentration
- Yearly Earning is collected from 2011-2012 for LEA reference but not report to eTIGER.
- Click "Exclude" if you choose not to include this concentrator in the follow-up survey and indicate the reason in the "Comments" column.
- In all records, the "Report Year" should be listed as "2012-13".
- Use the "Comments" column to include any explanation of changes to the data.
  - **Note:** Be sure to click "Save Follow-up Data" frequently to avoid data loss. (There is a 20-minute maximum idle period for *eTIGER*). It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data.

### B) Approving System Follow-up Data

- Click "District Approval" under "Utilities" and make sure you select the correct school year, 2012-13.
- On the "District Approval" window, click "Approve Follow-up Correct" to approve the follow-up results. Your follow-up data are locked in *eTIGER* after approval.
- If you need to modify follow-up data, remove the lock on the data by selecting "Cancel Approved Follow-up Correct" after clicking "District Approval".
- Be sure to approve your data again. Only the approved data will be included in the State School Report Card and Perkins Report.

### C) Generating the Follow-up Report

- Click "Follow-up Report" under "Reports" to generate the follow-up report. It may take an extra day for extract process (if the data source of changed record is EIS) to save the reported data before showing on the report.
- You can generate the follow-up report not only for the whole system, but also for the selected "School" or "Program Area" or "School" and "Program Area". The more you can narrow it down, the sooner you can pull out the report.
- You may also select to exclude or not exclude the concentrators indicated in "Follow-up Entry" for your report. **Select "No" for "Report Excluded" to NOT include duplicate concentrators and generate only the 2012-13 Perkins IV concentrators' follow-up results.**
- The response percentage of the following columns are calculated and show at the bottom of the report:
  - Competency Attained 75% or More
  - Graduated
  - Postsecondary/Advanced Training
  - Postsecondary/ Advanced Training Institution Enrolled
  - Took Remedial Courses
  - Used Dual Credits

- Tech Prep
- Licenses or Certificates
- Military
- Employed
- Not\_Placed
- Not\_Located
- Other
- Related to High School CTE Area of Concentration
- Survey Response Rate and 5S1, Secondary Placement, Core Indicator of the Perkins Report are included in the report.
- You can save the follow-up report in HTM/HTML format and then open from Excel to manipulate the

The following are attachments to the “GUIDELINES FOR SECONDARY PLACEMENT (5S1) FOLLOW UP AND DATA REPORTING:”

- Secondary Placement Follow-Up Survey Form
- Secondary Placement Follow-Up Log

If you have questions regarding these guidelines, please contact Li-Zung Lin at Li-Zung.Lin@tn.gov.